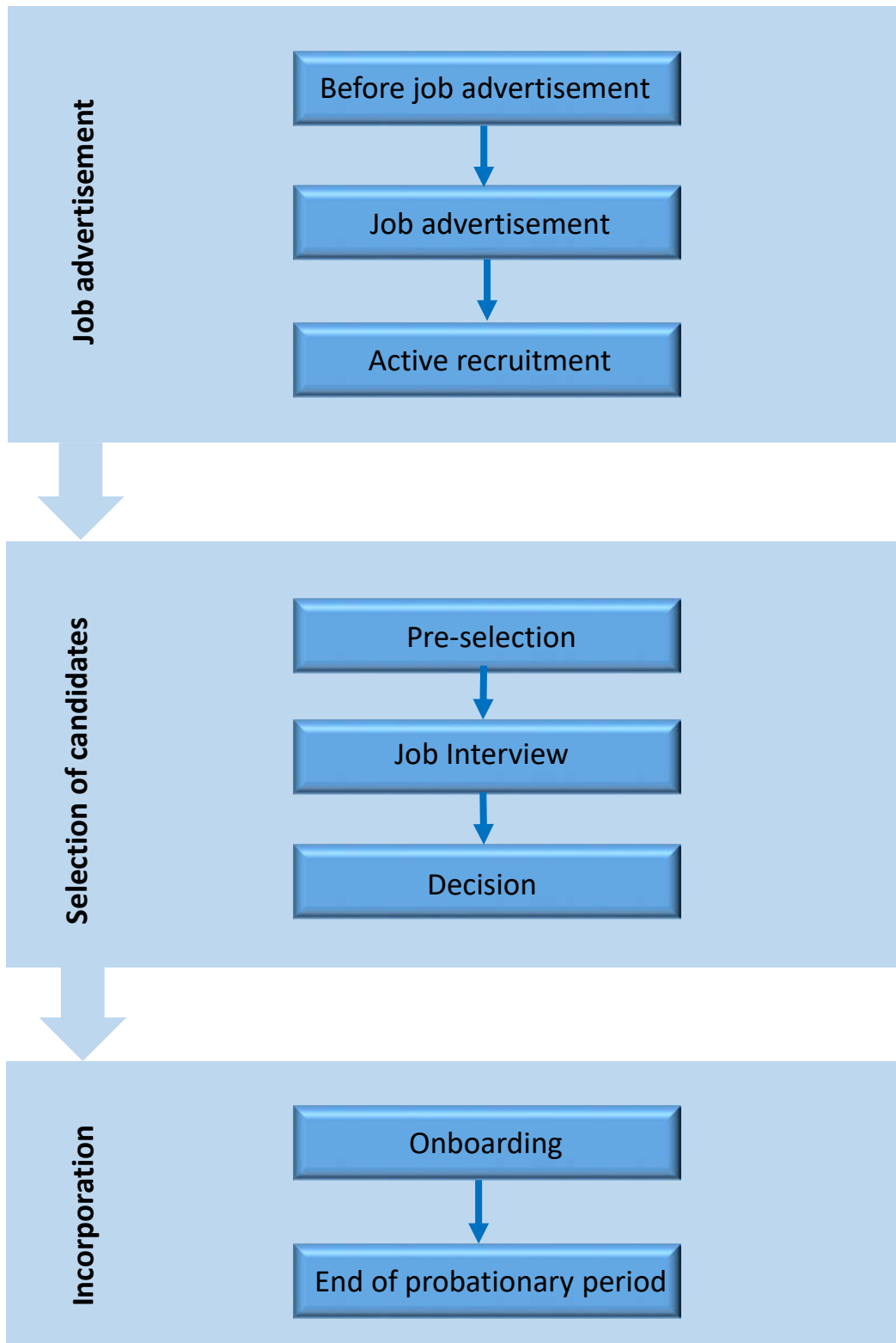


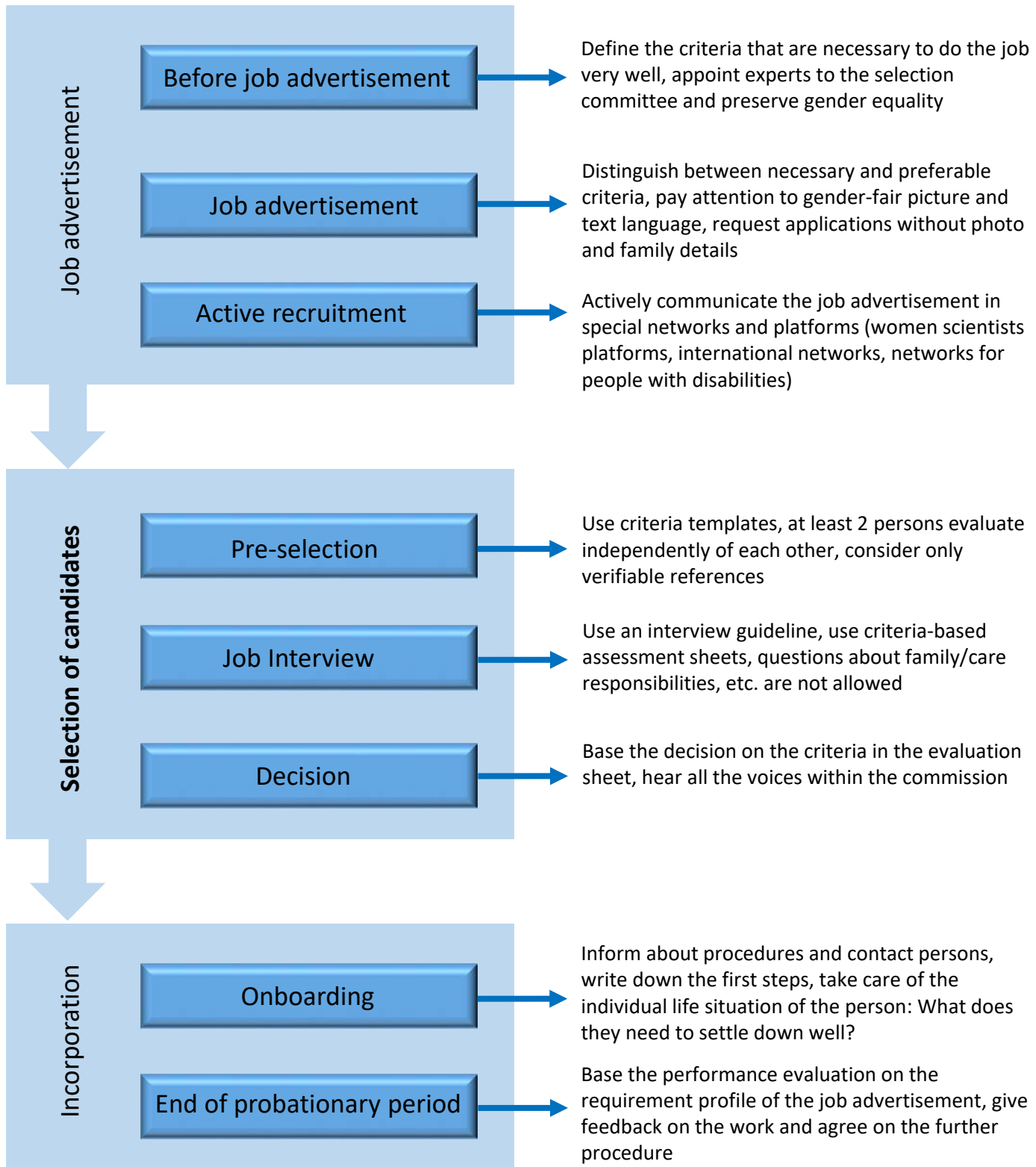
# Diversity-sensitive recruitment





# Diversity-sensitive recruitment

## Checklist – Short version





## Checklist – Long version

### Job advertisement

#### Before job advertisement

- ✓ Define the criteria that are necessary to do the job very well
- ✓ Include people who well know the position when designing the job profile
- ✓ Appoint experts to the selection committee and preserve gender equality
- ✓ Sensitise the selection team to the UFZ's equality goals

#### Job advertisement

- ✓ Distinguish between necessary and preferable criteria and communicate this accordingly in the job advertisement
- ✓ Pay attention to gender-fair picture and text language
- ✓ Request for applications without photo, age and family details
- ✓ Create the job advertisement in German and English
- ✓ Use the UFZ template "job advertisement"
- ✓ Point to measures at the UFZ that enable a good work-life balance (e.g. part-time and flexible working)
- ✓ Formulate requirements of the advertisement broadly, e.g. studies: "Area of study xy or similar" and list necessary specific technical and social skills
- ✓ If professional experience is a criterion, formulate "several years of professional experience" instead of "long-term professional experience" to avoid discrimination on the basis of age
- ✓ Avoid a masculine tone in the job advertisement (English: <http://gender-decoder.katmatfield.com/> German: <https://genderdecoder.wi.tum.de> )

#### Active recruitment

- ✓ Actively communicate the job advertisement in special networks and platforms (women scientists platforms, international networks, networks for people with disabilities)





## Checklist – Long version

### Selection of candidates

#### Pre-selection

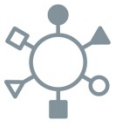
- ✓ Inform the Equal Opportunities Officer early on
- ✓ Use criteria templates, at least 2 people rate independently
- ✓ Paste over or remove photos in advance
- ✓ Consider only verifiable references
- ✓ Consider applications from severely disabled candidates, consider different life concepts and phases in CVs
- ✓ Invite at least as many women as men, if women are under-represented in the vacant position. This applies similarly to men in those areas where they are underrepresented

#### Job Interview

- ✓ Use an interview guideline and criteria based evaluation forms
- ✓ Questions about family/care responsibilities etc. are not allowed
- ✓ Make sure that all candidates get the same chance to speak and receive the same information
- ✓ Refer to flexible working hours, part-time opportunities, the family office or other structures to reconcile work and family/care
- ✓ Try to reflect unconscious ideas and stereotypes when assessing candidates

#### Decision

- ✓ Carry out the personnel selection in a culturally fair way, i.e. without discrimination and with appreciation of possible cultural characteristics
- ✓ Base the decision on the criteria of the evaluation forms
- ✓ Hear all voices within the commission



## Checklist –Long version

### Incorporation

#### Onboarding

- ✓ Inform about processes and contact persons
- ✓ Write down the first steps
- ✓ Take care of the individual life situation of the person: What do they need to settle down well? (Language course?, Dual Career?, Coaching?, Childcare?, Relocation assistance? Official settlements?,...)

#### End of probation period

- ✓ Base your performance evaluation on the requirements profile of the job advertisement
- ✓ Give feedback on the work and agree on the further procedure





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